

LAST REVISED DATE: 09/01/2015

General Information

| Task | Process Information |
|--|---|
| Creating an Express PO (Purchase Order) | <p>An Express PO is a purchase order created for items under \$2500 (or \$500 for District Court). This document also serves as a formal purchase order for Blanket Contract vendors requiring one.</p> <p>NOTE - for AOC, Circuit Courts, Appellate Courts, and Programs: Per the FY15 Procurement Policy Change, Express POs <u>will no longer be REQUIRED</u> for purchases under the State Contracts/BPOs for purchases less than \$2,500. These contracts include Rudolph's Office Supply, Staples, MD Correctional, etc. A voucher (non-PO voucher) can be processed without adding an Express PO. Express POs are optional for these Contracts/BPOs. You may continue to create Express POs if they meet the business practices of your Court or Program, or if they are requested by the vendor.</p> <p>Express POs <u>will continue to be REQUIRED</u> for purchases under the Judiciary Blanket Contracts as a way for the DPCGA to track the contract values. They are also <u>REQUIRED</u> for any purchases under State Contracts/BPOs for purchases over \$2,500.</p> <p>A complete list of Contract/BPOs is available on the GEARS Tip Sheet page: http://mdcourts.gov/procurement/pdfs/bpofy2015.pdf . Please be sure to use the exact Vendor ID referenced on the Contract/BPO listing.</p> <p>NOTE – for District Court: District Court will continue to <u>REQUIRE</u> Express POs for purchases under the State Contracts/BPOs and the Judiciary Contracts/BPOs.</p> |

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 3 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:
<http://mdcourts.gov/gears/forms.html>

Review Vendors

*SetID: SHARE
Name: Equal to
Withholding Name: Equal to
Vendor Status: Equal to

Vendor ID: Equal to
ShortName: Equal to
Classification: Equal to
Type: Equal to
Persistence: Equal to

Address: Equal to
City: Equal to
Country: Equal to
State: Equal to
Postal: Equal to
Bank Account #: Equal to

Customer Number: Equal to
ID Type: Tax Identification Number
VAT Registration ID: Equal to
Withholding Tax ID: Equal to

Search Results

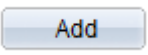
| SetID | Vendor ID | Name 1 | ShortName | Address | City | State | Country | Effective Status |
|-------|------------|--------------------------------|----------------|--------------|-------------|-------|---------|------------------|
| SHARE | 0000009385 | THE ABUNDANCE CATERING COMPANY | THEABUNDAN-001 | 9 VERNON AVE | GLEN BURNIE | MD | USA | Active |

GEARS Navigation

| | |
|---|--|
| Purchasing > Purchase Orders > Add/Update Express POs | |
|---|--|

1.0 Process


This document is intended to provide a quick reference to completing standard transactions within GEARS.

| STEP | ACTION | DETAILS |
|------|--|---------|
| 1. | Select the "Add a New Value" Tab. | |
| 2. | Click the  button. | |
| 3. | <p>On the Express Purchase Order screen, select / enter Vendor ID (as found in "Before you Begin" at the top of this document).</p> <p>NOTE: The Buyer should read "FIELD_BUYER".</p> | |

| | | |
|------------------|---|---|
| <p>4.</p> | <p>NOTE: This step is optional.</p> <p>Enter PO Reference:</p> | <p>OPTIONAL: In the PO Reference field, enter descriptive information such as your name or court location to make it easier to search for your Express POs later.</p> <p>PO Reference: <input type="text" value="Sally Sample - Calvert Circuit"/></p> <hr/> <p>To search later:</p> <p>Favorites Main Menu > Purchasing > Purchase Orders > Add/Update Express POs</p> <p>Express Purchase Order</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Business Unit: = <input type="text"/></p> <p>PO ID: begins with <input type="text"/></p> <p>Purchase Order Date: = <input type="text"/></p> <p>PO Status: = <input type="text"/></p> <p>Short Vendor Name: begins with <input type="text"/></p> <p>Vendor ID: begins with <input type="text"/></p> <p>Vendor Name: begins with <input type="text"/></p> <p>Buyer: begins with <input type="text"/></p> <p>Buyer Name: begins with <input type="text"/></p> <p>PO Type: = <input type="text"/></p> <p>Purchase Order Reference: contains <input type="text" value="Sally"/></p> <p>Hold From Further Processing <input type="checkbox"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> |
| <p>5.</p> | <p>NOTE: Steps 5 through 7 are optional. These steps allow you to change the Billing Location (where the Invoice should be sent).</p> <p>Update the Billing Location:</p> <p>Click the Header Details link.</p> | <p>OPTIONAL: If the invoice needs to be sent to a separate location, other than where the goods were shipped, enter the billing location.</p> <p>Header Details Activity Summary</p> <p>PO Defaults Add Comments</p> <p>PO Activities Add ShipTo Comments</p> |

6.

NOTE: Steps 5 through 7 are optional. These steps allow you to change the Billing Location (where the Invoice should be sent).





Enter the Billing Location or click the  magnifying glass to select the Billing Location.

Express Purchase Order


PO Header Details

Business Unit: MDJUD PO ID: NEXT Vendor: MARYLANDCO-003




PO Details

Vendor: MARYLANDCO-003 PO Date: 04/17/2015
 *PO Type: GEN Budget Status: Not Chkd
 *Billing Location: AOC  Billing Address  ID: 30002563
 Origin: ONL  Online Letter of Credit ID: 

Currency

Currency Code: USD  [Exchange Rate Detail](#) Base Currency: USD
 Rate Date: 04/17/2015 Exchange Rate: 1.00000000
 Rate Type: CRRNT

Process Control Option

Acknowledgements required for: Not required Accounting Date: 04/17/2015 
☒ Dispatch *Method: Print Accounting Template: STANDARD 
 Template ID: 

OK Cancel Refresh

Look Up Billing Location

SetID: SHARE
 Location Code: begins with
 Description: contains jis

Look Up Clear Cancel [Basic Lookup](#)

Search Results


View 100 First 1-248 of 248 Last

| Location Code | Description |
|---------------|--------------------------------|
| 19 | CIRCUIT COURT/SOMERSET COUNTY |
| 24 | CIRCUIT COURT/BALTIMORE CITY |
| 50 | DISTRICT COURT HEADQUARTERS |
| 56 | DC/CARROLL ADM CLK-WESTMINSTER |
| 62 | DISTRICT COURT/HARFORD COUNTY |
| AOC | ADMIN OFFICE OF COURTS |
| AOC-CONFL | MED CONFLICT RES |
| AOC-ADMIN | AOC / ADMINISTRATIVE SERVICES |
| AOC-CBO | AOC / COURT BUSINESS OFFICE |
| AOC-COPS | AOC / COURT OPERATIONS |
| AOC-DBF | AOC / BUDGET & FINANCE |
| AOC-DPCA | AOC / PROCUREMENT & CONTRACT |
| AOC-EMER | AOC / EMERGENCY PREP |
| AOC-FAM | AOC / FAMILY ADMIN |
| AOC-FCCIP | AOC Foster Care Improvement |
| AOC-HR | AOC / HUMAN RESOURCES |
| AOC-JECC | AOC / JECC |
| AOC-JECCED | AOC / HUMAN RESOURCES / JECC |
| AOC-JIS-GN | AOC - JIS (General) |
| AOC-JUDIN | AOC / JUDICIAL INSTITUTE |
| AOC-LANDR | LAND RECORDS |
| AOC-LEGAL | AOC / LEGAL AFFAIRS |
| AOC-MBE2 | FAIR PRACTICE / MBE COMP OFFIC |
| AOC-NON_PO | Non-PO Voucher |
| AOC-OPSC | OFFICE OF PROBLEM SOLVING CRTS |
| AOC-PRGM | AOC / PROGRAM SERVICES |
| AOC-RCVWH | RECEIVING WAREHOUSE |
| AOC-RECE | RECEIVING WAREHOUSE |

7.

NOTE: Steps 5 through 7 are optional. These steps allow you to change the Billing Location (where the Invoice should be sent).

Click the [Billing Address](#) link to verify the Bill To Address.

Click the  button and continue creating the PO.

PO Header Details - Bill To Address

Location: AOC-JIS-GN Bill to GLN:

Billing Address

Address 1: 2661 RIVA ROAD
 Address 2: SUITE 900
 Address 3:
 Address 4:
 City: ANNAPOLIS
 State: MD Postal: 21401
 Country: USA

OK Cancel Refresh

8.

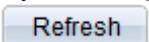
NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.

Click on the PO Defaults Link.

Oracle Express Purchase Order form. The 'PO Defaults' link in the left sidebar is circled in red. The 'Amount Summary' section shows 'Merchandise' at 0.00, 'Freight/Tax/Misc.' at 0.00, and 'Total Amount' at 0.00 USD. The 'PO Date' is 02/06/2015 and the 'Vendor' is MDJUD.

9.

NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.

Enter your SpeedChart (PCA) and then click .

Oracle Express Purchase Order Defaults form. The 'SpeedChart' field is circled in red and contains the value '60091'. The 'Refresh' button at the bottom is also circled in red. The form shows various default options and a table for distributions.

| Dist | Percent | GL Unit | Account | Batch | Dept | Program | Approp | Fund | Approp | PCA | PC Bus Unit |
|------|---------|---------|---------|-------|------|---------|--------|------|--------|-----|-------------|
| 1 | | MDJUD | | | | | | | | | |

10.

NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.

Entering a SpeedChart will fill in your Chartfield values (i.e., accounting codes), with the exception of the "Account" (i.e. sub-object) and "Approp Yr" (i.e. fiscal year).

NOTES:

A. For FY16 transactions and forward, Account and Approp Yr are no longer allowed defaults. These two fields will be populated in later steps.

B. Other defaults may be entered, such as Ship To.

C. The defaults entered here will populate ALL distribution lines.

ORACLE

Favorites Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

Express Purchase Order

Purchase Order Defaults

Business Unit: MDJUD PO ID: NEXT Vendor:

Default Options

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category: Unit of Measure:

Schedule

Ship To: Ultimate Use Code:

Due Date: Original Promise Date:

Ship Via: COMMON Freight Terms Code: DES

Arbitration: Freight Charge Method:

*Distribute By: Quantity [One Time Address](#)

Distribution

SpeedChart:

Distributions

| Dist | Percent | GL Unit | Account | Batch Agy | Dept | Program | Approp Number | Fund | Approp Yr | PCA | PC Bus Unit |
|------|----------|---------|---------|-----------|------|---------|---------------|------|-----------|-------|-------------|
| 1 | 100.0000 | MDJUD | | C25 | | B006 | A0006 | 0001 | | 60091 | |

OK Cancel Refresh

11.

NOTE: Steps 8 through 11 are optional. These steps allow you to set SpeedChart and other defaults for the lines on your PO.

Click on

12.

NOTE: Repeat steps 12 through 16 for each line on your Express PO.

Enter Line information:

Fill in the following fields: **Description, PO Qty, UOM and Category.**

NOTES:

- You **must** enter a Description and other line information. Failure to do so may cause unexpected results.
- You **must** set-up your Express PO in the manner in which you wish to Receive (i.e. Quantity or Amount).
- To add or delete a line, click on the "+" or "-" to the right of the line.
- If you are creating an amount only PO, your UOM should be AMT.**
- If you are purchasing against a Blanket Contract,** please enter a category code applicable to the contract. If you do NOT know the category code(s) applicable to the contract, you can leave the category blank. When step 14 has been completed, the category will default onto your PO line. **NOTE:** If the wrong category is entered on the PO line, the Category Line Number(s) from the blanket contract may not be retrieved correctly in step 14.
- If you are NOT purchasing against a Blanket Contract,** please enter the appropriate category for the line.


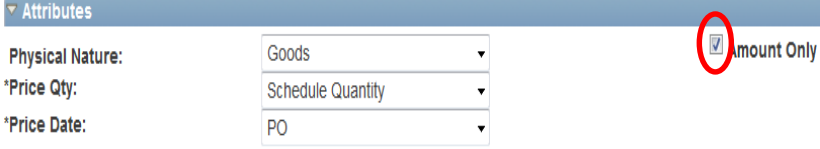


For FY16 transactions and forward:




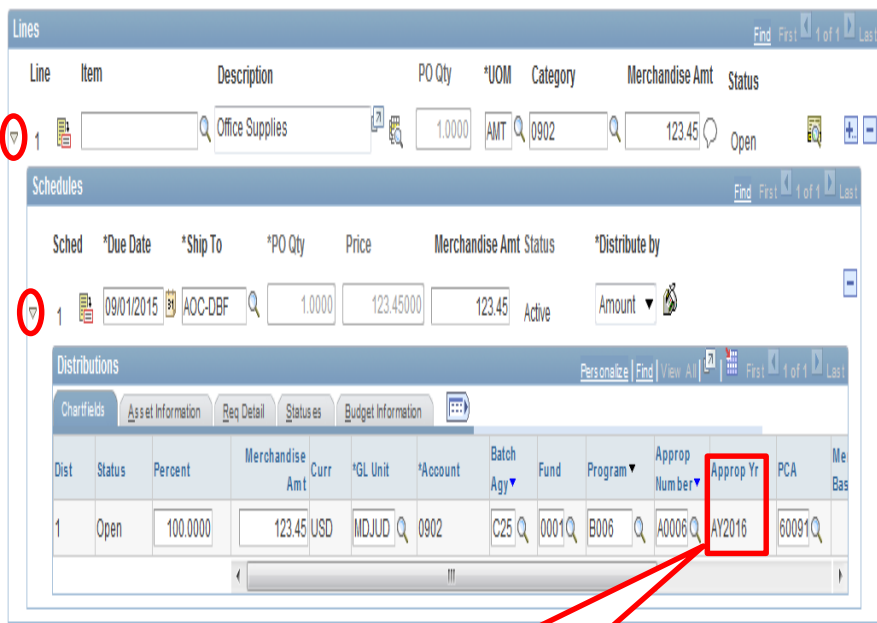
The **MDJUD Item Catalog** and the associated categories used on Requisitions, Express POs and POs is being replaced with a new catalog **MDJUD Item Catalog NEW**. The category codes contained in this new catalog are the same as our existing account codes. This enhancement is intended to eliminate some of the guesswork in choosing a category. If you know the appropriate account code for your purchase, the category code will be the same.

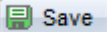







For example, if the account code to be used on your distribution line is 0902 (Office Supplies), you would choose 0902 as the category.


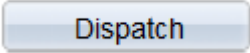

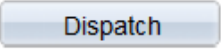

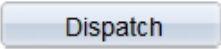





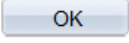
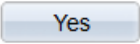









NOTE: The **JIS Item Catalog** (for IT Equipment/Services) and the **District Court Item Catalog** (for Police Supplies) will remain the same. Please continue to use these where appropriate. For example, if you are ordering IT equipment or services that need to be routed to JIS for approval, you should choose a category from the JIS Item Catalog as you do today.

| Line | Item | Description | PO Qty | *UOM | Category | Merchandise Amt | Status |
|------|------|-----------------|--------|------|----------|-----------------|--------|
| 1 | | Office Supplies | 1.0000 | AMT | 0902 | | Open |

| | | |
|-------------------|---|--|
| <p>13.</p> | <p>For “Amount Only” Express POs –</p> <p>NOTE: Repeat steps 12 through 16 for <u>each line</u> on your Express PO. However, if your Express PO is <u>not</u> distributed by Amount Only but by Quantity, omit this step.</p> <p>Express Purchase Order Details for Line 1</p> <p>On the screen:</p> | <p>If you are creating an “Amount Only” Express PO, click on the Line Details icon .</p> <p>Under the Attributes section:</p> <ul style="list-style-type: none"> Check the Amount Only checkbox.  <p>Physical Nature: Goods *Price Qty: Schedule Quantity *Price Date: PO</p> <ul style="list-style-type: none"> If you are done with all line details, click “OK” to return to the Express PO line. NOTE: When exiting the Line Details screen, “Amount Only” Express POs will display a Message indicating that the PO Qty will be set to “1”. Click “Yes” to acknowledge. |
| <p>14.</p> | <p>To reference Blanket Contracts –</p> <p>NOTE: Repeat steps 12 through 16 for <u>each line</u> on your Express PO. However, If your Express PO is <u>not</u> against a Blanket Contract, omit this step.</p> <p>Express Purchase Order Details for Line 1</p> <p>On the screen:</p> | <p>If you are creating an Express PO against a Blanket Contract, you must reference the contract by clicking the Line Details icon .</p> <p>Under the Contract section:</p> <ul style="list-style-type: none"> Search for the <u>Contract ID</u> – the contract(s) established against the vendor you have specified will display. Choose the applicable contract. Search for the <u>Category Line Number</u> – Choose the appropriate category line. The category associated with this category line will default onto your PO line.  <ul style="list-style-type: none"> If you are done with all line details, click “OK” to return to the Express PO line. NOTE: When exiting the Line Details screen, “Amount Only” Express POs will display a Message indicating that the PO Qty will be set to “1”. Click “Yes” to acknowledge. |

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| <p>15.</p> | <p>For DISTRICT COURT Express POs –</p> <p>NOTE: Repeat steps 12 through 16 for each line on your Express PO. However, if your Express PO is <u>not</u> for District Court, omit this step.</p> <p>Express Purchase Order Details for Line 1</p> <p>On the screen:</p> | <p>NOTE: This step is for DISTRICT COURT only. Receiving is required for DC Express POs.</p> <p>If you are creating an Express PO for District Court, click on the Line Details icon .</p> <p>Under the Receiving Section:</p> <ul style="list-style-type: none"> Select “Required” in the drop-down for Receiving Required.  <ul style="list-style-type: none"> If you are done with all line details, click “OK” to return to the Express PO line. NOTE: When exiting the Line Details screen, “Amount Only” Express POs will display a Message indicating that the PO Qty will be set to “1”. Click “Yes” to acknowledge. |
| <p>16.</p> | <p>NOTE: Repeat steps 12 through 16 for each line on your Express PO.</p> <p>Express Purchase Order Purchase Order</p> <p>On the screen:</p> <p>The following are required fields:</p> <ul style="list-style-type: none"> Lines: Description, PO Qty, UOM, Category. Schedules: Due Date, Ship To, Price/Merchandise Amt. NOTE: If UOM on the line is anything other than “AMT”, enter the unit price in the “Price” field, else enter the amount in the “Merchandise Amt” field. Distributions: Account, Batch Agy, Fund, Program, Approp #, Approp Yr & PCA. NOTE: For FY16 transactions and forward (EXCEPT FOR JIS AND DC POLICE SUPPLIES): The “Account” (i.e. sub-object) should be the same as the category. You cannot change the account. If a change is needed, go back and change the category. The account will be changed automatically, to match the category. NOTE: For FY16 transactions and forward Approp Yr will be defaulted to “AY2016”, or current Approp Year. | <p>Once you are back on the Express PO line, expand the Express PO sections using the  icons to the left of the Line and Schedule or use the Expand All link.</p>  <p>Expand All Collapse All</p> <p>Defaulted Approp Year</p> |

| | | |
|-----|--|---|
| 17. | Click the  Save button. | |
| 18. |  <p>Confirm your Express PO is saved.</p> | <p>If the Express PO has been saved, you will have a (10) digit Purchase Order ID.</p> <p>Express Purchase Order Purchase Order</p> <p>Business Units: MD/1111</p> <p>PO ID: 0000000148</p> <p>PO Status: Open Budget Status: Not Chk'd</p> |
| 19. | To add Comments and Attachments: | <p>General Express PO comments/attachments:</p> <ul style="list-style-type: none"> click the Add Comments Header link select a group to display your comments to: <div> <input type="checkbox"/> Send to Vendor <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher <input type="checkbox"/> Approval Justification </div> <p>Line specific comments/attachments:</p> <ul style="list-style-type: none"> click the  icon to the right of the Express PO Line select a group to display your comments to <div> <input type="checkbox"/> Send to Vendor <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher </div> |
| 20. |  <p>Submit Express PO for approval.</p> | <p>Select the  to submit your Express PO for approval.</p> <p>NOTE: You cannot move forward with the remaining steps until the Express PO has been approved. You will receive an email notification when it has been approved.</p> |
| 21. |  <p>Budget Check your Express PO.</p> | <p>Only upon an “Approved” PO Status will you be able to run the Budget Check process by clicking the Budget Check icon .</p> <p>PO Status: Approved</p> <p>Budget Status: Not Chk'd</p>  |

| | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|---|-----------------|----------------------|--|--------------|--|--|---------------------------|---|--|----------------------------|---|---|--------------|--|---|--|--|-------------------------------------|
| 22. |  <p>Dispatch your Express PO.</p> | <p>Only upon an “Approved” PO Status and a “Valid” Budget Status will you be able to run the Dispatch process by clicking the  button.</p> <p>NOTE: Dispatching your Express PO is <u>required</u> in order to Receive and Voucher against the Express PO.</p> <p>Dispatch Method:  </p> <p>NOTE: The Dispatch Method defaults to “Print” but can be changed to “Email” for those vendors who have an email address associated with their vendor information on the Vendor Master File maintained by DBF.</p> <p>Dispatch Method:  </p> | | | | | | | | | | | | | | | | | | |
| 23. |  <p>Confirm the Dispatch Options & complete your Express PO.</p> | <p>Dispatching via the “Print” method will display the following Dispatch Options.</p> <p>Dispatch Options</p> <div data-bbox="670 751 1544 1024"> <p>Dispatch Options</p> <table> <tr> <td>Fax Cover Page:</td> <td><input type="text"/></td> <td><input type="checkbox"/> Test Dispatch</td> </tr> <tr> <td>Server Name:</td> <td><input type="text"/> </td> <td><input type="checkbox"/> Print BU Comments</td> </tr> <tr> <td>*Output Destination Type:</td> <td>WEB </td> <td><input type="checkbox"/> Print Duplicate on PO</td> </tr> <tr> <td>Output Destination Format:</td> <td>PDF </td> <td><input type="checkbox"/> Print Changes Only</td> </tr> <tr> <td>Template ID:</td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/> Print PO Item Description</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Print Copy</td> </tr> </table> </div> <p>There is no need to alter these options, just click the  button, then select  on the pop-up message to wait for the Dispatch process to complete. Waiting for this process to complete will allow you to view the Express PO status as Dispatched.</p> <p>NOTE: You can click “No” rather than waiting for the Dispatch process to complete, however you will have to look up your Express PO to view the Dispatched status.</p> | Fax Cover Page: | <input type="text"/> | <input type="checkbox"/> Test Dispatch | Server Name: | <input type="text"/>  | <input type="checkbox"/> Print BU Comments | *Output Destination Type: | WEB  | <input type="checkbox"/> Print Duplicate on PO | Output Destination Format: | PDF  | <input type="checkbox"/> Print Changes Only | Template ID: | <input type="text"/>  | <input checked="" type="checkbox"/> Print PO Item Description | | | <input type="checkbox"/> Print Copy |
| Fax Cover Page: | <input type="text"/> | <input type="checkbox"/> Test Dispatch | | | | | | | | | | | | | | | | | | |
| Server Name: | <input type="text"/>  | <input type="checkbox"/> Print BU Comments | | | | | | | | | | | | | | | | | | |
| *Output Destination Type: | WEB  | <input type="checkbox"/> Print Duplicate on PO | | | | | | | | | | | | | | | | | | |
| Output Destination Format: | PDF  | <input type="checkbox"/> Print Changes Only | | | | | | | | | | | | | | | | | | |
| Template ID: | <input type="text"/>  | <input checked="" type="checkbox"/> Print PO Item Description | | | | | | | | | | | | | | | | | | |
| | | <input type="checkbox"/> Print Copy | | | | | | | | | | | | | | | | | | |
| 24. |  <p>Your Express PO is complete.</p> | <p>You will see the PO Status as “Dispatched” when the Dispatch process completes.</p> <p>PO Status: Dispatched</p> <p>Budget Status: Valid</p> <p>NOTE: The Express Purchase Order must have these statuses to be received and vouchered against.</p> | | | | | | | | | | | | | | | | | | |

25.

Once Dispatched, you can review the PDF version of the Express Purchase Order in your Report Manager under the Administration Tab.

Reporting Tools > Reporting Manager

The screenshot shows the Oracle Reporting Tools interface. On the left is the 'Menu - Classic' sidebar with 'Reporting Tools' expanded, showing 'Query', 'Connected Query', 'PS/nVision', 'BI Publisher', 'Pivot Grid', 'Reporting Console', and 'Report Manager'. The main area shows the 'Report Manager' page with the 'Administration' tab selected (circled in red). Below the tabs are filters for 'User ID' (lauren.smith), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. A 'Report List' table is displayed with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row shows Report ID 82516, Prcs Instance 93402, and Description 'PO_DISPATCH - PO_DISPATCH.pdf' (circled in red). The Request Date/Time is 11/14/2013 4:24:17PM, Format is Acrobat (*.pdf), and Status is Posted.

| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|-------------------------------|----------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 82516 | 93402 | PO_DISPATCH - PO_DISPATCH.pdf | 11/14/2013 4:24:17PM | Acrobat (*.pdf) | Posted | Details |



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.